

**CITY OF WICHITA – OFFICE OF CENTRAL INSPECTION**  
7<sup>th</sup> Floor, 455 N. Main, Wichita, KS 67202

**APPLICATION FOR PERMANENT SIGN PERMIT**

Tel: (316) 268-4479/ FAX : (316) 268-4663

**STREET ADDRESS**                      **BLDG / SUITE**                      **ZIP CODE**                      **SECONDARY ADDRESS (and/or LEGAL)**

**CONTRACTOR**                      **LICENSE #**                      **PHONE #**                      **FAX #**                      **SALESPERSON**

**Business Name**                      **On Site**                      **Off Site**                      **BZA/CUP/PUD/CU #**  
(Include Copy)

**Non Conforming:** Yes                      No                      **Adjustment or Variance :** Yes                      No                      **Zoning**  
(include copy of variance, adjustment, etc.)

**TYPES OF SIGN:** 1. NEW    2. COPY    3. Ground    4. Pole    5. Projecting    6. Wall    7. Real Estate    8. Project Title    9. Off Site

TYPES	HEIGHT (in feet)	WIDTH (in feet)	Number of FACES	Total AREA	MATERIAL	NOTATIONS/PERMIT #

**Calculation of Fees:** Area                      sq. ft. / 10 =                      x \$ per sq. ft. =                      +                      =  
\$25.00BASE (per sign)

**Total number of signs:**                      **Total height of each ground or pole sign:**                      **Tenant type: multi                      single**  
(If giving up rights to additional signs to get extra height, please note here: 1 sign = 5'                      **2 signs = 10'                      )**  
(circle location)

- |  |                     |  |
|--|---------------------|--|
| 1. Total wall elevation square footage for sign #1 | Height of wall sign | <b>Location of Sign:</b> North, South, East, West, N/E, N/W, S/E, S/W<br><b>Location of Sign:</b> North, South, East, West, N/E, N/W, S/E, S/W<br><b>Location of Sign:</b> North, South, East, West, N/E, N/W, S/E, S/W<br><b>Location of Sign:</b> North, South, East, West, N/E, N/W, S/E, S/W<br><b>Location of Sign:</b> North, South, East, West, N/E, N/W, S/E, S/W<br><b>Location of Sign:</b> North, South, East, West, N/E, N/W, S/E, S/W |
| Total wall elevation square footage for sign #2    | Height of wall sign |  |
| Total wall elevation square footage for sign #3    | Height of wall sign |  |
| Total wall elevation square footage for sign #4    | Height of wall sign |  |
| Total wall elevation square footage for sign #5    | Height of wall sign |  |
2. Is surfaced parking area required between building(s) Yes                      No  
3. Total linear feet of frontage for pole sign  
4. If corner sign, linear feet of 2<sup>nd</sup> street frontage used for calculation  
5. Separation required by code for pole signs: 150'                      75'

**OFF SITE SIGN INFOMATION**

6. Direction of travel for signs faces: (North, South, East, West, N/E, N/W, S/E, S/W)  
7. If off site sign; give linear feet of commercial zoning for mile  
8. Distance from nearest adjacent Off Site sign  
9. Number of other existing off site signs in mile for consideration

**OFFICE USE ONLY**

Faxed \_\_\_\_\_ Mailed \_\_\_\_\_ Handcarried \_\_\_\_\_ Date Received \_\_\_\_\_ Date Faxed Back \_\_\_\_\_

Application approved \_\_\_\_\_ By: \_\_\_\_\_ Date \_\_\_\_\_  
Application disapproved \_\_\_\_\_ Reason: \_\_\_\_\_

Site Plan: Locate signs and street name (Refer to Ordinances 24.04.200 - [driveways] & 24.04.220 [T] [intersections]). Include all existing sign locations, distances, separations, square footages, etc.)

FAILURE TO SHOW ALL REQUIRED MEASUREMENTS AND INFORMATION SHALL BE CAUSE TO REJECT THIS PERMIT APPLICATION

Please number the signs to match information on front

							↑N

Sign Design (dimensions, height from ground to lower edge of sign)

Scale: \_\_\_\_\_


I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

Final Inspection by \_\_\_\_\_ Date \_\_\_\_\_